INSTRUCTIONAL COMMUNICATIONS PROGRAMMER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3144	Instructional Communications Programmer I	04	210	6 mo.	06/22/89
3145	Instructional Communications Programmer II	04	210	6 mo.	06/22/89
3146	Instructional Communications Programmer III	04	210	6 mo.	06/22/89

Promotional Line: 234

Series Narrative

Employees in this series do research on subjects to be programmed for presentation in an instructional situation. They also assist in or may be responsible for the planning and production of presentations.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Instructional Communications Programmer I   3144

Employees at this level do research on subjects to be programmed for presentation in an instructional situation, assist in the planning and production of presentations, and facilitate the most prudent use of media in meeting instructional objectives. They work under direct supervision from a designated supervisor.

An Instructional Communications Programmer I typically--

1. assists in the acquisition of audio-visual elements for instructional needs

2. assists in working with faculty and students in the planning, preparation, and use of scheduled instructional presentations and individual study units

3. assists in the sequencing of audio-visual elements into integrated instructional presentations and individual study units

4. assists in the cataloging, filing, and up-dating of instructional materials used in a particular service

5. recommends to designated supervisor materials, supplies, procedures, and equipment needed for efficient operation of a particular service

6. assists in the scheduling and training of student assistants for work in service areas

7. supervises and trains students in the use of instructional materials and services (learning centers, individual study applications, language labs, etc.)

8. maintains records of student attendance and use of materials and services for instruction

9.   informs and orients faculty, staff, students, and visitors on the functions and operations of a service

10.   follows new developments in techniques and materials for instructional communications and makes recommendations to supervisor

11.   performs other related duties as assigned

Level II: Instructional Communications Programmer II   3145
Employees at this level do research on subjects to be programmed for presentation in an instructional situation, assist in the planning and production of presentations, and facilitate the most prudent use of media in meeting instructional objectives. They work under general supervision from a designated supervisor.

An Instructional Communications Programmer II typically--

1.   acquires and assimilates audio-visual elements for instructional needs

2.   assists in working with faculty and students in the planning, preparation, and use of scheduled instructional presentations and individual study units

3.   assists in the liaison between various departments with respect to the acquisition and production of elements to be used in instructional presentations and individual study units

4.   sequences audio-visual elements into integrated instructional presentations and individual study units

5.   schedules instructional materials, personnel, and facilities to meet instructional needs

6.   receives, catalogs, files, and up-dates instructional materials used in a particular service

7.   recommends to designated supervisor, materials, supplies, procedures, and equipment needed for efficient operation of a particular service

8.   schedules, trains, and supervises student assistants for work in service areas

9.   supervises and trains students in the use of instructional materials and services

l0.   maintains records of student attendance and use of materials and services for instruction

ll.   informs and orients faculty, staff, students, and visitors on the functions and operations of a service

12.   follows new developments in techniques and materials for instructional communications and make recommendations to supervisor

13.   performs other related duties as assigned

Level III: Instructional Communications Programmer III   3146

Employees at this level are responsible for the programming of presentations to be used in instructional situations (including researching, planning, and production of materials) and, for the facilitation of the most prudent use of media in meeting instructional objectives. They work under direction of a designated supervisor.

An Instructional Communications Programmer III typically--

1.   coordinates and supervises the acquisition and assimilation of audiovisual elements for instructional needs

2.   works closely with faculty and students in the planning, preparation and use of scheduled instructional presentations and individual study units

3.   coordinates and supervises the sequencing of audio-visual elements into integrated instructional presentations and individual study units

4.   acts as liaison between various departments with respect to the acquisition and production of elements to be used in instructional presentations and individual study units

5.   coordinates and supervises the scheduling of instructional materials, personnel, and facilities to meet instructional needs

6.   coordinates and supervises the acquisition, cataloging, filing, and up-dating of instructional materials used in a particular service

7.   recommends to faculty coordinator materials, supplies, procedures, and equipment needed for efficient operation of a particular service

8.   coordinates and supervises activities pertaining to student assistants in service areas

9.   coordinates and supervises activities pertaining to student use of instructional materials and services

10. coordinates and supervises the maintenance of records of student attendance and use of materials and services for instruction

11. informs and orients faculty, staff, students, and visitors on the functions and operations of a service

12. follows new developments in techniques and materials for instructional communications and makes recommendations to faculty coordinator

13. coordinates and supervises the work of Instructional Communications Programmers I and II

14. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Instructional Communications Programmer I   3144

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

    1.   Any one or any combination of the following types of preparation:

        (a)   credit for college course work in communications or a closely related field (such as photography, journalism, advertising, public relations, broadcasting, or graphic design)

        (b)   experience in instructional communications, instructional technology, industrial communications, or related fields (such as those listed above)

    that totals 1.0 unit according to the following conversion rates:

      12 semester hours of "a" = 1.0 unit

      9 months of "b" = 1.0 unit

    Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

    1.   basic knowledge of selection and utilization principles involving audio-visual aids

    2.   ability to communicate ideas

    3.   clerical aptitude

    4.   supervisory ability

Level II: Instructional Communications Programmer II   3145

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

    1.   Any one or any combination of the following types of preparation:

        (a)   credit for progressively more advanced college course work comparable to that leading to a major in communications or closely related fields (such as photography, journalism, advertising, public relations, broadcasting, graphic design, or instructional technology)

        (b)   experience in audio-visual materials preparation, instructional communications, industrial communications, or related fields (such as those listed above)

that totals 1.0 unit according to the following conversion rates:

   60 semester hours (or an Associate's degree) of "a" = 1.0 unit

   18 months of "b" = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. applied knowledge of selection and utilization principles involving audio-visual aids

2. ability to communicate ideas effectively in both a verbal and non-verbal form

3. clerical aptitude

4. supervisory ability

Level III: Instructional Communications Programmer III   **3146**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:

    (a) credit for progressively more advanced college course work comparable to that leading to a major in communications or closely related fields (such as photography, journalism, advertising, public relations, broadcasting, graphic design, or instructional technology)

    (b) experience in audio-visual materials preparation, instructional communications, industrial communications, or related fields (such as those listed above)

    that totals 1.0 unit according to the following conversion rates:

       120 semester hours (or a Bachelor's degree) of "a" = 1.0 unit

       36 months of "b" = 1.0 unit

    Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. one year of experience* comparable to that gained at the next lower level of this series, in addition to the training/experience required in #1 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. applied knowledge of selection and utilization principles involving audio-visual aids

2. ability to communicate ideas effectively in both a verbal and non-verbal form

3. supervisory ability

4   clerical aptitude

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*A Master's degree in "a" will substitute for the one year of such experience.

Instructional Communications Programmer I   (REVISED)
Instructional Communications Programmer II   (REVISED)
Instructional Communications Programmer III   (REVISED)